



2015-16 Alternative Education/Innovative Programs (Hours and Days) Waiver

New Process

The process for submitting the Alternative Education/Innovative Programs (Hours and Days) Waiver has changed for the 2015-16 school year. The application must be submitted in MEGS+ on the 2015 *Curriculum and Instruction (C&I)* application. Applications will not be accepted via any other medium.

Preparing an Application

The following steps must be followed in order to prepare the application for submission:

- A) Access the application and assurances page at <http://www.michigan.gov/alted>.
- B) Complete the application and assurances page and save as a PDF. **Applications will only be accepted in PDF format.**
- C) A district official must e-mail Eric Lipinski at lipinskie@michigan.gov to indicate that there is interest in applying for an Hours and Days Waiver. **Before submitting, please ensure that the number of hours and days match between the application and assurances page. If they do not match, the application will be returned for modifications.**

Submitting an Application

The 2015 *C&I Application* in MEGS+ is utilized for several office initiatives administered by the Curriculum and Instruction Unit at MDE.

If a district previously used the 2015 *C&I Application* for a different initiative:

- MDE will change the status of the 2015 *C&I Application* to “Modifications Required” and note that the application is being returned to the district in order to submit the Hours and Days Waiver.
- The Level 5 user will access the existing 2015 C&I Application and change the status to “Modifications in Progress”.
- Once the status of the 2015 *C&I Application* is changes, select “View/Edit, click “Review Grant Selections”, and indicate “Apply Now” for the Hours and Days Waiver. **Do not make changes to other selections on this screen.** Save the page and return to the “View/Edit” screen. A section will now be showing for Hours and Days Waivers.
- From the View/Edit page, click “Hours and Days Waivers Application”. Districts will be required to upload the Hours and Days application and assurances page by clicking the Browse button.

When the dialogue box opens, locate the completed application/assurances page, and select OPEN. Once the attachment is selected, click SAVE in the upper-right hand corner.

- If there are multiple applications (for more than one building) for the Hours and Days Waiver, they should also be uploaded here, using the process described in the FAQ below.
- Once all Hours and Days applications are uploaded, the Level 5 will change the status to “Modifications Submitted”.

If a district has NOT previously utilized the 2015 *C&I Application* for a different initiative:

- Within 48 hours of this communication, the 2015 *C&I Application* will be available for a Level 5 MEGS+ user to initiate.
- A Level 5 MEGS+ user at the district will initiate the application under the heading of “*Curriculum and Instruction Application*”.
- Once the 2015 *C&I Application* is initiated, select “View/Edit, click “Review Grant Selections”, and indicate “Apply Now” for the Hours and Days Waiver. Select “Do Not Apply” for the other options. Save the page and return to the “View/Edit” screen. A section will now be showing for Hours and Days Waivers.
- From the View/Edit page, click “Hours and Days Waivers Application”. Districts will be required to upload the Hours and Days application and assurances page by clicking the Browse button. When the dialogue box opens, locate the completed application/assurances page, and select OPEN. Once the attachment is selected, click SAVE in the upper-right hand corner.
- If there are multiple applications (for more than one building) for the Hours and Days Waiver, they should also be uploaded here, using the process described in the FAQ below.
- Once all Hours and Days applications are uploaded, the Level 5 will change the status to “Application Submitted”.

FAQ

What if my district needs to submit an Hours and Days waiver for multiple buildings?

A separate PDF document including the application and assurances page can be submitted for each building. To do this, click the Add button (On the Hours and Days Waivers application page). Click Browse, locate the additional application, and select OPEN. Once the attachment is selected, click SAVE in the upper-right hand corner. Additional verifications may be uploaded the same way by clicking the ADD button in the upper right hand corner of the page and repeating the process.

I am not sure if my district utilized the 2015 *C&I Application* earlier in the year for another grant. What should I do?

Contact a Level 5 MEGS+ user at the district. Alternatively, you may E-mail or call Eric Lipinski at lipinskie@michigan.gov or 517-241-6895.

I'm new to MEGS+. What is a Level 5 MEGS+ User?

A Level 5 user has the highest level of security that a MEGS+ user can have at a district. These users are responsible for submitting applications in MEGS+ for a wide variety of grants administered by MDE. They are usually a part of your district's administrative or business services team.

Why is the process being changed this year?

The *C&I Application* allows MDE staff to more effectively monitor and track various applications that are submitted.